

Company/Organization Name: JP Energy – Pinnacle Propane Express

Location: Gurnee, IL

Position/Title: Licensing Assistant



#### Duties/Responsibilities:

The Licensing Assistant is responsible for securing the appropriate license/permit for new accounts, renewing the license/permit for existing accounts, and tracking the correction of non-compliance issues. The ideal candidate will have outstanding attention to detail, execute administrative tasks with a high degree of accuracy, communicate clearly with both internal and external customers, and have exhibited an ability to learn quickly.

#### **Essential Job Functions:**

- Enter data to create accounts for new customers
- Submit license/permit application for new customers and maintain ongoing renewals and registrations
- Assist customers with completion of renewal documents
- Research license/permit requirements for new jurisdictions
- Learn and keep up to date with applicable NFPA and IFC codes
- Communicate internally with sales representatives and district managers, regarding location specific compliance requirements
- Communicate externally with agency officials, regarding issues of non-compliance, licensing needs, and regulatory requirements
- Correct issues of non-compliance at the office-level and communicate with other stakeholders to ensure other corrections are made at the field-level or customer-level
- Maintain organized records of up to date existing licenses
- Work with employees from multiple departments and regulatory agencies to provide exceptional customer service, related to compliance needs

#### **Basic Qualifications (Required):**

- Strong attention to detail
- Excellent data entry skills
- Proficient with Microsoft Word and Excel
- Ability to multi-task
- High level of organization
- Ability to prioritize tasks and duties
- Confident working independently, as well as part of a team
- Prior experience with specialized customer maintenance, accounting, or routing software

#### **Minimum Qualifications (Required):**

- High School Diploma or equivalent

Salary Range: \$14.00/hour+ DOE

Application Instructions: [http://www.jpenergypartners.com/careers\\_jobs.php](http://www.jpenergypartners.com/careers_jobs.php)

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